



JOY HOFMEISTER

STATE SUPERINTENDENT OF PUBLIC INSTRUCTION
OKLAHOMA STATE DEPARTMENT OF EDUCATION

MEMORANDUM

TO: The Honorable Members of the State Board of Education

FROM: Joy Hofmeister

DATE: October 24, 2019

SUBJECT: Lindsey Nicole Henry Scholarship

St. Mary's Catholic School of Ponca City requests approval to participate in the Lindsey Nicole Henry (LNH) Scholarship for Students with Disabilities program. They are accredited through the Oklahoma Conference of Catholic Schools Accreditation Association and recognized by the Oklahoma Private School Accreditation Commission (OPSAC) charged by the Oklahoma State Department of Education with overseeing educational quality of accredited private schools in the state.

Included are copies of OPSAC Certificate, pages from the General Information Handbook for Parents and Students for St. Mary's Catholic School, Ponca City and pages from the Archdiocese of Oklahoma City Catholic School Employee Handbook. The entire Parents and Students Handbook (39 pages) and the Archdiocese of Oklahoma City Catholic School Employee Handbook (69 pages) can be provided upon request. These address particular areas of the affirmation in the LNH application.

- Note Handbook for Parents and Students page 6 (History of St. Mary's Catholic School) addressing fiscal soundness by having been in operation since 1901.
- Note Parents and Students Handbook page 26 statement of nondiscrimination policy.
- Note Parents and Students Handbook addressing state and local health and safety laws and codes on pages 10 (Asbestos), 13 (Communicable Diseases), 20 (Emergency Procedures), 22 (Health Guidelines), and 30 (Safe Environment).



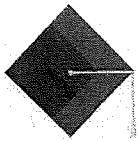
JOY HOFMEISTER

STATE SUPERINTENDENT OF PUBLIC INSTRUCTION
OKLAHOMA STATE DEPARTMENT OF EDUCATION

- Note Parents and Students Handbook page 4 (Philosophy and Mission Statement), pages 15-16 (Communications and Curriculum) and page 28 (Parent-Teacher Conferences and Progress Reports) addressing academically accountability to the parent.
- Note Archdiocese of Oklahoma City Catholic School Employee Handbook page 14 (Credential Review and Verification) addressing teacher employment.
- Note Parents and Students Handbook pages 16-17 addressing disciplinary procedures.

Finally, St. Mary's Catholic School will make modifications and/or accommodations for individual students based on their specific needs. They also have an Intervention Specialist on staff who works with students individually or in small groups.

JH/se



St. Mary's Catholic School

PK-8th Grade

NAME OF PRIVATE SCHOOL

GRADE LEVELS

415 S. 7th Street

Ponca City

OK

74601

ADDRESS

CITY

STATE

ZIP

5807654387

stmaryspsok.com

PHONE NUMBER

WEBSITE ADDRESS

Sarah Hunsaker, Principal

SUPERINTENDENT, HEAD-MASTER OR PRINCIPAL NAME

Sarah Hunsaker

sarah.hunsaker@smsponcacity.org

LNH CONTACT PERSON

CONTACT EMAIL

The Lindsey Nicole Henry (LNH) Scholarship Act requires, in part, that the private school desiring to participate must demonstrate/identify certain criteria prior to being approved. The State Department of Education shall approve a private school as eligible to participate in the scholarship program upon determination that the private school meets the following:

The private school must demonstrate fiscal soundness by having been in operation for one (1) year or providing the State Department of Education with a statement by a certified public accountant confirming that the private school desiring to participate is insured and the owner or owners have sufficient capital or credit to operate the school for the upcoming year by serving the number of students anticipated with expected revenues from tuition and other sources that may be reasonably expected. In lieu of a statement, a surety bond or letter of credit for the amount equal to the scholarship funds for any quarter may be filed with the Department.

- ☒ **YES** ☐ **NO** Does your school meet the financial requirements stated above?
- ☒ **YES** ☐ **NO** Do you comply with the antidiscrimination provisions of 42 U.S.C., Section 2000d?
- ☒ **YES** ☐ **NO** Do you meet state and local health and safety laws and codes?
- ☒ **YES** ☐ **NO** Will you be academically accountable to the parent or legal guardian for meeting the educational needs of the student?
- ☒ **YES** ☐ **NO** Do you employ or contract with teachers who hold baccalaureate or higher degrees, or have at least three (3) years of teaching experience in public instruction in subjects taught?
- ☒ **YES** ☐ **NO** Do you comply with all state laws relating to general regulation of private schools and adhere to the tenets of all published disciplinary procedures prior to the expulsion of a scholarship student?

The private school must meet the accreditation requirements set by the State Board of Education or another accrediting association approved by the State Board of Education.

Please list all accrediting information.

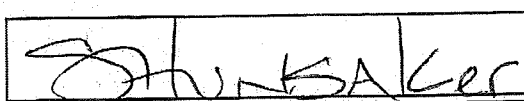
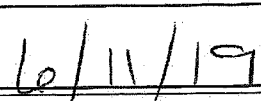
We are accredited through the Oklahoma Conference of Catholic Schools Accrediting Association.

What services and support do you offer students with disabilities?

We make modifications and/or accommodations for individual students based on their specific needs. Eligible students receive testing and speech services through the local school district. We also have an Intervention Specialist on staff who works with students individually or in small groups.

Please list below any additional information you would like the State Board of Education to consider for adding your school to the list of approved private schools for the Lindsey Nicole Henry Scholarship.

The information I have provided the State Board of Education is correct and complete to the best of my knowledge.

SIGNATURE

DATE

Oklahoma Private School Accreditation Commission

CERTIFICATE OF MEMBERSHIP

This certificate is issued to

ST. MARY CATHOLIC SCHOOL

Ponca City, Oklahoma

Pre-kindergarten - 8th Grade

By the Members of the Oklahoma Private School Accreditation Commission
upon the recommendation of the Commission.

The issuance of this certificate acknowledges the fulfillment of
requirements, provisions, and standards prescribed by OPSAC for member accrediting agencies.

Effective 2018 - 2019

Chairman

Dr. David Madison

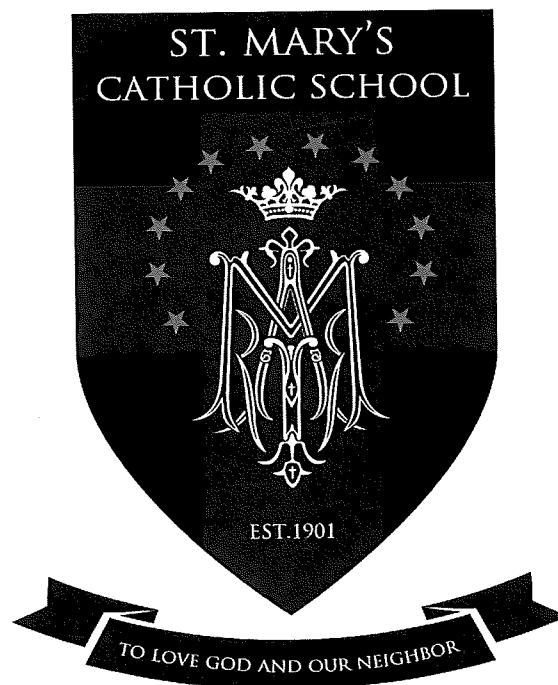
Executive Director

Dr. Donnie Peal



ST. MARY'S CATHOLIC SCHOOL

Ponca City, Oklahoma



RECEIVED BY

JUL 25 2019

Oklahoma State Department of Education
Special Education Services

GENERAL INFORMATION HANDBOOK FOR PARENTS AND STUDENTS

CONTENTS

Philosophy	4
Mission Statement	4
Welcome from Pastor and Principal	5
History of St. Mary's Catholic School	6
Accreditation	6
Admission	6
Arrival	7
Tardies	8
Top O' the Morning	8
Preschool Arrivals	8
Early Checkout	8
Dismissal	8
Inclement Weather	9
Preschool Dismissal	9
Pickup List	9
Articles Prohibited at School	9
Asbestos	10
Attendance	10
Absence	10
Birthday Celebrations	12
Social Media	12
Bullying and Cyberbullying	12
Cafeteria	13
Cell Phones	13
Child Abuse Policy	13
Communicable Diseases	13
Communications	15
Computer Policies	15
Curriculum	15
Discipline & Disciplinary Action	16
Dress Code	17
Uniform Guidelines-Girls & Boys	17
Additional Uniform Requirements	18

PHILOSOPHY OF ST. MARY'S CATHOLIC SCHOOL

The aim of St. Mary's Catholic School is to assist parents/guardians in their responsibility of education and formation of their children. St. Mary's School recognizes that each member of our community has worth and value as a child of God. St. Mary's School assists each person in identifying his/her unique gifts and talents, and encourages their use in service to the community in building up the kingdom of God.

This educational community exists as a ministry of the Catholic Church of St. Mary. St. Mary's School ministers to the parish through participation in liturgical ministries, provision of religious education to members, and development of community spirit through service opportunities and celebrations. Students and staff are encouraged and expected to live the teachings of Jesus Christ by practicing respect, courtesy, compassion, peace and justice, and service among each other, at school, at home, and in the larger community.

St. Mary's Catholic School orients a child's whole life by striving to nurture each student's potential and advance his/her growth in lifelong faith, moral values, healthy self-esteem, physical development, technological communications, appreciation of the arts, and academic excellence.

MISSION STATEMENT OF ST. MARY'S CATHOLIC SCHOOL

St. Mary's Catholic School is committed to providing academic excellence in a safe, nurturing environment following the teachings of Jesus for the development of the whole child.

A BRIEF HISTORY OF ST. MARY'S SCHOOL

St. Mary's School opened September 2, 1901 under the direction of the Sisters of Divine Providence. By 1905, a boarding school had been added. As enrollment grew, the need for a new school became imperative, and the present school building was dedicated November 11, 1928. After the move to the new school, there were apparently no more boarders. The secondary program was discontinued in 1971. However, with the addition of the Kindergarten program in 1972, the Preschool program in 1978, seventh grade in 1996, and eighth grade in 1997, the school has continued to flourish.

The school remained under the direction of the Sisters of Divine Providence until the 1980-81 school year. From the fall of 1980 until the spring of 1987, the school was under the direction of the Sisters of St. Joseph. Presently, St. Mary's Catholic School is a parochial school funded and operated by St. Mary's Parish. The school is fully accredited by the Oklahoma Conference of Catholic Schools Accrediting Association and the Oklahoma State Department of Education. Parent involvement in the school has historically been encouraged through the use of parent volunteers and through the Parent-Teacher Council (PTC).

ACCREDITATION

St. Mary's School is accredited through the Oklahoma Conference of Catholic Schools Accrediting Association. This accreditation is also recognized by the Oklahoma State Department of Education.

ADMISSION

Registration for the new school year begins in the spring. A registration fee is paid at the time of registration. A refund may be obtained if withdrawal is necessary before school begins only if the family is transferred or moves from the Ponca City area. Refunds may not be given for families who withdraw their children in order to attend another school in the Ponca City area. All new students accepted at St. Mary's Catholic School are placed on a nine-week probationary period. At the end of this probationary period, the classroom teacher will evaluate the student's academic and behavioral performance and determine whether or not the program of the school meets the needs of the child.

The priority for admission is on a first come, first served basis, as follows:

1. Active parishioner with children currently enrolled in school or oldest child enrolling in Preschool I
2. Active parishioner transferring into the parish, enrolling children from another Catholic school

The school and the students are co-tenants. The school reserves the right to search desks and lockers at any time. Students may be requested to reveal contents of personal belongings. Failure to comply will result in a parental contact and possible suspension or expulsion.

ASBESTOS

According to State mandate, the school is inspected twice annually for asbestos contamination. Subsequently a report is filed with the Archdiocese, and the Asbestos plan is available in the office for anyone to review.

ATTENDANCE

Every student shall attend school regularly. Regular attendance at school is necessary for students to fully benefit from the educational experience. It teaches students the necessity of regular attendance in preparation for work, and teaches students to be personally responsible. All Catholic schools in the Archdiocese of Oklahoma City are required to comply with the current compulsory attendance regulations as determined by the state of Oklahoma. This includes pre-kindergarten and kindergarten students (School Laws of Oklahoma, Section 229, 2002). According to state statute, students must be in attendance for 80% of the school year. **If a Saint Mary's student misses more than twenty (20) days per year, the student will be considered for retention.** A parent/guardian may appeal this decision to the principal in writing.

If a child is or will be absent, a parent must call the office (765-4387) by 9:00 a.m. to notify school personnel. As a safety precaution, the office personnel will notify a parent of a child's absence if a parent call has not been received. Written excuses sent to school prior to the date of the absence are also acceptable. These are kept on file for the entire school year. Continued unexcused absences will require an evaluation of the student's enrollment at St. Mary's.

ABSENCE

Regardless of the reason for absence or tardiness, it is the student's responsibility to make up any work missed during the absence period. As a general guideline, if a student is absent one day, he/she has one day to make up the work. If he/she is absent for two days, then he/she has two days to make up the work, etc. When a student is absent for more than two days, a parent may call the school office to arrange for homework assignments. Arrangements for regular classroom tests missed because of absences are to be made with the individual teachers. These tests must be taken within one week of the original test date. **Teachers are not required to give assignments**

CAFETERIA

Students need to enter the cafeteria quietly in alphabetical order. Good manners and respect for self and others are expected at all times. Students are to follow instructions given by supervising adults.

CELL PHONES

If a student needs a cell phone after school due to walking home from school, entering a house where no one is home, or attending sport practices or games, he/she should either leave the cell phone in his/her backpack or turn it into the office in the off position for the day. The cell phone may be picked up by the student at dismissal. At no time during the day should a cell phone be in a student's possession during the school day. **Items taken away from students will be returned to a parent/guardian.**

CHILD ABUSE POLICY

All fifty states have laws requiring educational personnel who have reason to believe that a child is being abused or neglected to report that suspicion to the appropriate authority. The Archdiocese requires all school personnel to sign a formal agreement to the policy regarding the abuse of minors. It is the clear responsibility of school personnel to report any situations that raise reasonable suspicions in their minds.

COMMUNICABLE DISEASES

In accordance with Archdiocesan Policy, any person having a communicable disease will be dealt with on a case-by-case basis in accord with the guidelines for that disease issued by both the state and local Health Department, as well as the Center for Disease Control. Therefore, students with HIV/AIDS who are enrolled or who are seeking enrollment shall ordinarily be permitted to attend school in an unrestricted setting. They shall not be excluded unless exceptional conditions are evident, such as the inability to control bodily fluids or unusual physical aggression with a documented history of biting or harming others. The following chart lists the most common communicable diseases, indicates the incubation of each, and gives the requirements set by the Health Department for a student's return to school following the infection.

Name/Incubation Period	Requirements for returning to school
------------------------	--------------------------------------

COMMUNICATIONS

Open communication between parents, students, and staff is encouraged. Should a parent or student have a complaint about a teacher, administrator, or staff member, they first need to discuss the difficulty with that individual. If reconciliation cannot be reached, then the problem should be taken to the principal.

Teachers may not be disturbed from their class except in an emergency. During the school day, they are responsible for the instruction, supervision and safety of the children. Teachers use time before school to prepare for the school day. Unless you have made an appointment with the teacher, do not go to the classroom to confer with the teacher before school. Parent-to-teacher appointments may be made by telephone through the office or by a note to the teacher. Appointments and return calls will be made as soon as possible. Regarding teacher-to-parent contacts, parents must inform the office if their workplace does not allow calls except in emergency situations. The principal maintains an open door policy; however, appointments take priority.

COMPUTER POLICIES

St. Mary's Catholic School operates a local area network with Internet access. St. Mary's School follows the guidelines of CIPA (Children's Internet Protection Act) with regard to Internet use. Internet filtering is in place. A statement of Terms and Conditions for computer use is issued to each student in grades six through eight. Policies and procedures are explained during computer class. Each student must agree to abide by these Terms and Conditions before they are given Internet access. This document, signed by parent and student, must be on file before a student can use the Internet independently. Students may not access email, chat rooms, or instant messaging applications, or download files from our school network. Any misuse of computer or Internet resources may, at the discretion of the teacher, result in loss of computer privileges for the student, along with other penalties.

CURRICULUM

The Archdiocese of Oklahoma City provides St. Mary's Catholic School with a core curriculum plus Art, Band, Christian Doctrine, Computer, Foreign Language, Music, and Physical Education. This curriculum is available for anyone to access via the Archdiocesan website. St. Mary's follows and maintains requirements for Oklahoma Conference of Catholic Schools Accrediting Association (OCCSAA) and State Accreditation for Elementary Schools. The school provides an academic environment where students are well prepared to enter higher levels of education, whether public or private. It also provides an atmosphere where children are free to

grow and learn. The academic needs of each student are fulfilled through required courses as well as educational field trips.

Religion is the central core of the curriculum. The program is designed not only to present a well organized exposition of subject matter enhancing the Catholic faith of the home, but also to bring each student to a personal experience of their faith and a deeper knowledge of Jesus Christ as He is revealed to us through the Bible, Sacraments, and the people around us. Weekly Mass and daily religion classes are a required part of St. Mary's curriculum.

DISCIPLINE & DISCIPLINARY ACTION

St. Mary's Catholic School believes that discipline is a positive value. The purpose of discipline is:

- To maintain moral, mental, and social order;
- To achieve maturity, self-control, and Christian attitudes toward lawful authority, one's peers, and one's duty to life;
- To teach consideration and courtesy for others; and
- To provide a classroom situation conducive to learning.

When the behavior of an individual student comes into conflict with the rights of others, corrective action is necessary for the benefit of the individual and of the school. Disciplinary actions will be based on a careful assessment of the circumstances surrounding each infraction. Such circumstances will include, but not necessarily be limited to, the student's attitude, the seriousness of the offense, and its potential side effect on other students.

Students committing infractions are dealt with according to the severity of the rule being violated and the number of previous infractions that have been committed. The following is a list of possible disciplinary actions but not necessarily the order of implementation.

1. Warning
2. Advise parents
3. After School Detention
4. Removal from class or group (temporary or permanent)
4. Parental conference (by phone or in person)
5. In-school suspension
6. Suspension
7. Meeting with Father Carson Krittenbrink
8. Expulsion
9. Any other disciplinary action deemed appropriate under the circumstances

Detentions will be served at the discretion of the principal or teacher. If a detention is issued to your child by a teacher or the principal, a detention notice will be sent home with him/her that day. This notice will include the behaviors that warranted the detention and must be signed by a parent/guardian and returned to the office the following morning. If not, the parents will be contacted and the length of the detention will be doubled.

Strict disciplinary action will be shown students in possession of or involved with: narcotic stimulants, depressants or alcohol; drug paraphernalia; sexual paraphernalia, including pornography; misuse of social media; or those students who use obscene gestures, vulgar language, or innuendo.

The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his or her discretion.

DRESS CODE

The gospel calls the people of God to live simple lives. In keeping with this, the St. Mary's Catholic School Uniform Policy and Dress Code are intended to be guidelines by which students may dress in a respectful manner that reflects the importance of learning in their lives. Within this specificity there is some diversity, but the limits of that diversity are clearly defined. These standards are based on neatness, cleanliness, and modesty. The intent of the dress code is to keep the students' appearance simple, modest, and free from distraction and competitiveness.

UNIFORM GUIDELINES

Girls (K- Grade 8)

--**Shirt:** White, Hunter Green, or Navy knit "polo" style shirt (short or long-sleeved)

White turtleneck shirt worn under jumper, polo, sweater, or sweatshirt

--**Jumper:** Khaki or Navy Blue ***collared shirt & shorts must be worn underneath.**

--**Skirt:** Khaki or Navy Blue ***shorts must be worn underneath.**

--**Pants, Capris, Skorts & Shorts:** Khaki or Navy Blue

--**Socks:** White, Hunter Green, Navy Blue, or Black

--**Tights:** White, Hunter Green, or Navy Blue

--**Sweater, Sweatshirt (with or w/out hood):** White, Navy Blue, or Hunter Green (Gray spirit wear jackets may also be worn.) ***Collared shirt must be worn underneath.**

--**Cardigans, Sleeveless Sweater (Vest):** White, Navy, or Hunter Green (Not to be worn under a jumper) ***Collared shirt must be worn underneath.**

- Earrings are not permitted for boys;
- Earrings for girls must be no larger than the size of a dime and must not “dangle” below the earlobe;
- All body piercing and tattoos, with the exception of ear piercing, is unacceptable.
- All clothes should be clean and free of stains.
- No extremes in hair are permitted (color, bleaching, style, or length). Hair deemed bizarre or disruptive is prohibited. The principal will determine what is or is not extreme.

******All final decisions regarding school dress will be made by the Principal.******

ST. MARY’S CATHOLIC SCHOOL UNIFORM VIOLATION POLICY

- First offense: Student will receive a note indicating dress code violation to be signed by parent.
- Second offense: Student will receive a note indicating dress code violation to be signed by parent and an after school detention will be assigned..
- Third offense: Parent will be contacted to bring appropriate uniform attire to the school.

Three detentions due to dress code violations will lead to in-school suspension.

EMERGENCY PROCEDURES

Fire, tornadoes, earthquakes, and intruders on campus are life-threatening situations. Fire, tornado, earthquake, and intruder emergency procedures will be discussed in each class during the first week of school. Students need to understand and follow these instructions. The instructions will be posted in each classroom. The Archdiocese of Oklahoma City requires 2 of the following drills each year: Fire, Tornado, and Intruder.

EXTRACURRICULAR ACTIVITIES

Extracurricular activities are a part of the education and formation of St. Mary's Catholic School students. All students may participate. However, restrictions for Middle School Students will occur when a student’s average grade falls below 75%.

FIELD TRIP POLICIES

1. Field trips are designed to enrich students and to achieve educational goals.
2. At the teacher’s discretion, field trips may be re-evaluated each year to determine the compatibility with curricular goals.
3. A field trip is a privilege and not a right; Individual teachers, in consultation with the

a booster seat, the parent/guardian may be responsible for providing the device. Since the focus of every parent volunteer must be on the safety of the students, no siblings or other children will be permitted.

17. The number of chaperones for field trips will be determined by class size and/or field trip destination. St. Mary's Catholic School adult to student ratio guidelines for field trips are as follows:
Pre K I, II, and Kindergarten = 2 students: 1 adult
First – Fifth = 3 students: 1 adult
Sixth – Eighth = 5 students: 1 adult
18. We will follow the Oklahoma Passenger Safety Law that was official as of November 1, 2015.

Oklahoma Child Passenger Safety Law

0-2 years: Must ride in a rear-facing car seat

2-4 years: Must ride in a car seat with a harness.

4-8 years: Must be in a car seat or booster seat unless the child is taller than 4-foot-9

8 years or taller than 4-foot-9: Must be in a secured seat belt.

HEALTH GUIDELINES

St. Mary's Catholic School follows the Archdiocesan Policy for the dispensing of medicine. Medicine of any kind is not to be provided for students by the school. **NO MEDICINE MAY BE ADMINISTERED TO A STUDENT BY A SCHOOL EMPLOYEE**, including the school nurse, without a written directive from the student's doctor. This ruling was made by the Oklahoma Attorney General, February 16, 1984, **SPECIFICALLY INCLUDING ASPIRIN**.

- Non-prescription medication, including aspirin, may NOT be given to a student without a written directive signed by the student's doctor.
- No prescription medication may be given to a student without two of the following:
 - The prescription vial/bottle/container which correctly states the name of the patient, the name of the prescriber (doctor), and the directions for the administration of said drug (the date should also be current);
 - The written directive signed by the student's physician;
 - The parent form filled out requesting the school to administer the medication at the times the prescription indicates.

Asthma Medication- Immediate access to reliever inhalers is vital. Children are encouraged to carry their reliever inhaler as soon as the parent, doctor or nurse and class teacher agree they are mature enough. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler. All inhalers must be labeled with the child's name by the parent.

NON-DISCRIMINATION POLICY

St. Mary's Catholic school admits students of any race, color, sex, ethnicity, national origin, or disability to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, ethnicity, national origin, or disability in the administration of its educational policies, admissions policies, or athletic and other school-administered programs. If you feel you have been discriminated against, please contact Rev. Carson Krittenbrink, Pastor; 408 S. 8th, Ponca City, OK 74601.

PARENT'S ROLE IN EDUCATION

We, at St. Mary's Catholic School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Mary's Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life. Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at St. Mary's Catholic School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. **It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make an investigation of the complete story your first step.** Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as

To support the religious and educational goals of the school;
To support and cooperate with the discipline policy of the school;
To treat teachers with respect and courtesy in discussing student problems.
To remember that outside sports/hobbies/activities have their place-prioritize education first.

PARENT-TEACHER CONFERENCES

Scheduled conferences for all parents will be held once each semester. This will give parents the opportunity to speak individually to their child's teacher. Parents and/or teachers are encouraged to request additional conferences whenever a serious problem may arise.

PET POLICY

Individual with a documented need for a service animal or service animals as employed by the school are welcome on the school campus and at school-related activities. All other pets or animals are not allowed on the school campus at any time unless for an administration approved activity. Administration approval is only intended for events in which the presence of an animal encourages the learning process or for specific, Church sponsored pet blessings. Pets or other animals are not allowed on any school field trip or other school sponsored event, including school-sponsored social events.

PRO-LIFE STATEMENT

At St. Mary's Catholic School students are taught to live by Gospel values and to recognize the sanctity of the family. "In keeping with our Catholic philosophy regarding respect for human life and Catholic Church teachings that life and therefore parenthood begins with conception, student(s) who become parent(s) before they graduate [from St. Mary's Catholic School] will be treated with dignity, compassion, and concern for their feelings." The school follows the Archdiocesan policy on pregnancy as detailed in Section 6210.10 of the policy.

PROGRESS REPORTS

Students in grades K-8 will receive progress reports half-way through each nine weeks to provide parents an update on their child's progress. Parents are to sign the Progress Report and return it to the school within one week.

6. In the cafeteria, students will conduct themselves in an orderly manner, taking care to talk in an acceptable tone of voice.

RETENTION POLICY

All promotions, regular and special, shall be decided by the principal in light of the teacher's recommendation and in consultation with the parents and the student, if appropriate. Such decisions shall be based on a total evaluation of a student's growth in all areas of development. St. Mary's Catholic School follows Archdiocesan Policy 7230 with regard to retention of students.

SCHOOL ADVISORY COUNCIL (SAC)

The SAC is established by the Pastor, in accordance with Archdiocesan policy, to advise him and the principal in the governance of the parish school. Members cannot act apart from the pastor and the principal and cannot make decisions that are binding on the parish school without the approval of the pastor and principal. Advisory also means that decisions will not be made in major matters until and unless the council has been consulted. The area in which the SAC has responsibility and shall be consulted include: planning, policy development, finance, development and public relations, selection of the principal, and major curriculum changes. New members must complete the required two-hour orientation.

The SAC holds regular meetings from August to June. Non-council members who would like to address the SAC may make a request to the chairperson, pastor, or principal in writing at least 10 days prior to the next meeting. The written request shall include the topic to be discussed.

SAFE ENVIRONMENT

All parents volunteering to chaperone a school sponsored field trip or to substitute in the classroom are required to receive Safe Environment Training. This training consist of an application that will be used for a background check, a signed code of conduct, and attendance at a training in-service. The in-service will provide informative guidelines for completing the application, and a video will be presented. The in-service will take approximately one hour to complete.

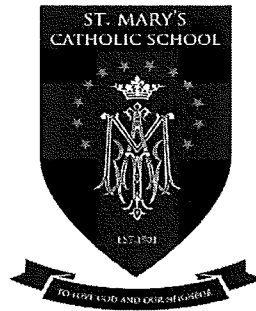
Safe environment training will be provided four times throughout the school year. The dates for **2018-2019 Safe Environment In-Service** are:

September 4, 2018

November 6, 2018

Archdiocese of Oklahoma City
Catholic School Employee Handbook

St. Mary's Catholic School



SY 2019-2020

“The work of teachers [in Catholic schools] is in the real sense of the word an apostolate most suited to and necessary for our times and at once a true service offered to society.”

Vatican II, Gravissimum Educationis, ¶8

“Catholic education is above all a question of communicating Christ, of helping to form Christ in the lives of others.”

St. John Paul II, Message to the
National Catholic Educational Association of the U.S., 1979

Effective 7/17/2019

Updated 8/7/2019

Contents

SECTION 100	INTRODUCTION	8
101	Purpose of Employee Handbook	8
102	Handbook Revisions	8
103	Archdiocesan Vision and Mission	9
104	Catholic Identity	9
105	Employee Responsibility	10
106	School History	10
107	Core Values, Mission Statement, Goals and Objectives.....	10
SECTION 200	EMPLOYMENT.....	11
201	Compliance with State and Federal Laws.....	11
202	At-Will Employment	11
203	Nature of Employment Relationship.....	11
204	Hiring of Personnel.....	11
205	Equal Employment Opportunity	11
206	Non-Discrimination on Basis of Disabilities	11
207	Discrimination Complaints / Non-Retaliation	12
208	Service Animal	12
209	Confidentiality / Right to Privacy	14
210	Immigration Law Compliance	14
211	Pre-Employment Reference Checks	14
212	Credential Review and Verification.....	14
213	Employment Forms.....	15
214	Criminal Background Reports	15
215	Employment of Relatives / Nepotism	15
216	Employment of Minors	15
217	Probationary Period	16
218	Posting of Employment Opportunities.....	16
219	Verification of Employment	16
220	Rehire.....	16
221	Approval for Rehire	16
222	Outside Employment	16
223	Conciliation Process (Grievance Process)	16
224	Personal Appearance.....	17
224.1	Acceptable Work Attire – Site specific	17
224.2	Acceptable Attire for Casual Days – Site specific.....	17
224.3	Inappropriate Attire – Site specific.....	17
224.4	Perfume, Cologne, Lotion, Aftershave Lotion or Essential Oils.....	17
224.5	Tattoos and Piercings.....	17
225	Tobacco Free Campus.....	17
226	Drug and Alcohol Use	18
227	Solicitation and Distribution	18
SECTION 300	SAFE ENVIRONMENT	19
301	Policy Against Sexual Misconduct	19
302	The Charter for the Protection of Children and Young People.....	19
303	Safe Environment Protocol	19
303.1	Paper Application	19
303.2	Interview.....	19
303.3	Reference Check.....	19

303.4	Code of Conduct.....	19
303.5	Safe Environment Training	19
303.6	Criminal Background Check	19
304	Child Abuse Defined.....	20
304.1	Physical Abuse	20
304.2	Sexual Abuse	20
304.3	Neglect.....	20
304.4	Emotional Abuse	20
305	Mandated Reporter of Child Abuse or Neglect	20
306	Reporting Suspected Child Abuse or Neglect.....	20
306.1	Statewide Child Abuse Reporting Hotline	20
306.2	Information Needed for Reporting	21
306.3	Suspected Abuse by School Employee or Clergy	21
306.4	Notification of Supervisor	21
306.5	Notification of Catholic Schools Office	21
306.6	DHS Visit to the School	21
307	Threatening Behavior by a Student.....	22
307.1	Threatening Behavior Defined	22
307.2	Reporting Threatening Behavior	22
307.3	Notification of Catholic Schools Office	22
307.4	Police Visit to the School	22
308	Good Faith Reporting	23
309	Safe Environment Curriculum	23
309.1	Parent Opt-Out.....	23
310	Volunteers	23
311	Sexting	23
SECTION 400	PROFESSIONAL CONDUCT AND ETHICAL BEHAVIOR	24
401	Standard of Conduct	24
402	Policy Against Harassment, Discrimination, and Retaliation.....	25
402.1	Reporting and Complaint Procedures.....	26
403	Non-Fraternization.....	26
404	Conflict of Interest Policy.....	26
405	Business Conduct and Ethics	27
406	Whistleblower Policy.....	27
407	Confidentiality	27
408	Defamation of Character.....	27
409	School Business	27
410	Political / Partisan Support.....	28
411	Public Relations	28
412	Money Collected.....	28
413	Travel	28
414	Use of School Property / Facilities	28
415	Investigations and Searches	29
416	Alcohol at School.....	29
SECTION 500	Classification & Categories of Employment	30
501	Regular Full-Time.....	30
502	Part-Time	30
503	Temporary Full-Time.....	30
504	Occasional Part-Time.....	30
505	Fair Labor Standards Act.....	30

505.1	Non-Exempt Employees	30
505.2	Exempt Employees	30
SECTION 600	PERSONNEL RECORDS	31
601	Changes in Information.....	31
602	Job Descriptions.....	31
603	Performance Evaluation.....	31
603.1	Preparation of Performance Evaluation	31
603.3	Employee Signature.....	31
603.2	Distribution.....	31
604	Personnel File	31
605	Inspection of Personnel File.....	31
SECTION 700	SALARY ADMINISTRATION.....	33
701	Promotions, Transfers, and Demotions.....	33
702	Wage Increases	33
SECTION 800	HOURS OF WORK AND COMPENSATION.....	34
801	Method of Pay.....	34
802	Payroll.....	34
803	Paydays and Pay Periods	34
804	Work Schedule.....	34
804.1	Standard Workweek	34
804.2	Work Hours	34
804.3	Basic school hours	34
805	Compensation and Overtime.....	34
805.1	Approval.....	34
805.2	Calculation	34
805.3	Non-Exempt Employee Volunteer Work.....	34
805.4	Exempt Employees.....	35
805.5	Compensatory Time Off.....	35
806	Meal and Rest Periods	35
807	Timekeeping	35
808	Direct Deposit.....	35
809	General or Standard Deductions	36
810	Garnishment of Wages.....	36
811	Attendance	36
811.1	Punctuality.....	36
811.2	Reporting.....	36
811.3	Reasons	36
811.4	Return from Major Illness/Surgery.....	36
811.5	Failure to Report to Work – Job Abandonment.....	36
SECTION 900	BENEFITS.....	37
901	Dates of Coverage.....	37
902	Eligibility	37
903	Open Enrollment.....	37
904	Employer Paid Benefits	37
904.1	Health insurance	37
904.2	Dental Benefits	37
904.3	Basic Life and AD&D Insurance.....	37
904.4	Long Term Disability (LTD).....	37
905	Optional Employee Paid Benefits.....	37
905.1	Vision Benefits	37

905.2	Supplemental Life Plan	38
905.3	Short-Term Disability Plan (STD)	38
905.4	Accident Insurance	38
906	Benefit Election Changes.....	38
907	Retirement Plans	38
907.1	403(b) Plan	38
907.2	TIAA-CREF.....	39
908	Workers' Compensation	39
908.1	Reporting Requirements	39
908.2	Benefits	40
908.3	Payment Workers' Compensation.....	40
908.4	Integrated Benefits.....	40
909	Unemployment Insurance	40
SECTION 1000 TIME AWAY FROM WORK		41
1001	Documentation	41
1002	Paid Vacation.....	41
1003	Sick Leave and Personal Leave	41
1004	Bereavement	42
1005	Holidays	42
SECTION 1100 LEAVES OF ABSENCE.....		44
1101	Family and Medical Leave (FMLA).....	44
1101.1	Eligibility.....	44
1101.2	Qualifying Events.....	44
1101.3	Starting Period and Duration.....	44
1101.4	Intermittent Leave	44
1101.5	Maintenance of Health Benefits.....	44
1101.6	Military Member Provisions	45
1101.7	Employee Notice	45
1101.8	Recertification	45
1101.9	Procedure for Requesting FMLA Leave	45
1101.10	Designation of FMLA Leave	45
1101.11	Outside Employment.....	45
1101.12	Intent to Return to Work from FMLA Leave.....	46
1101.13	Reinstatement.....	46
1102	Unpaid Leave of Absence	46
1103	Military Duty Leave.....	46
1104	Jury Duty.....	47
1105	Court Appearances.....	47
1106	Time Off to Vote.....	47
1107	Closure for Inclement Weather/Emergencies	47
1200	TERMINATION OF EMPLOYMENT	48
1201	Reduction in Staff	48
1202	Voluntary Resignation by Employee	48
1203	Involuntary Termination or Dismissal	48
1204	No Call In / No Show.....	48
1205	Unavailability for Work.....	48
1206	Retirement.....	49
1207	Exit Interviews	49
1208	Termination of Benefits	49
1208.1	Medical / Dental / Vision Insurance / Life Insurance	49

1208.2	Vacation	49
1208.3	Sick Leave	49
1208.4	Employee's 403(b) or TIAA-CREF	49
1209	Return of School Property	49
COMMUNICATION SYSTEMS and SOCIAL MEDIA		49
1301	Communication Systems	49
1302	Property of School	50
1303	Online Social Media Policy	50
1304	Internet Use	50
1304.1	E-mail Communications	51
1305	Right to Access	51
1306	Responsibility to Conserve Computer Resources	51
1307	Software Usage	51
1308	Installation of Personal Software	51
1309	Computer Use Policy	52
SECTION 1400 SAFETY		52
1401	Workplace Violence	52
1401.1	Fights	52
1401.2	Intoxicated Parent/Guardian	53
1401.3	Weapons	53
1402	Driving Records	53
1403	First Aid	53
1404	Reporting of Accident / Incident	53
1405	Emergency Drills	53
1406	Work-Related Injuries	54
1407	Communicable Disease Prevention / Universal Precautions	54
1408	Infectious Disease Control	54
1409	Air Fresheners and Candles	54
1410	Keys / Access Cards	54
1411	Visitors in the Workplace	54
1412	Appliances	54
1413	Dangerous Substances	55
1414	Locked Doors / Windows	55
SECTION 1500 INFORMATION FOR TEACHERS		56
1501	Academic	56
1501.1	Curriculum	56
1501.2	Lesson Planning and Preparation	56
1501.3	Classroom Environment	56
1501.4	Instruction	56
1501.5	Assessment	57
1501.6	Professional Responsibilities	57
1501.7	Homework	57
1501.8	Field Trips	57
1501.9	Guest speakers	58
1501.10	Promotion / Retention	58
1501.11	Grading	58
1501.12	Grading Scale Preschool	58
1501.13	Grading Scale Kindergarten	59
1501.14	Grading Scale – Elementary	59
1501.15	Grading Scale – High School	59

1501.16	Progress Reports.....	59
1501.17	Report Cards.....	59
1501.18	Standardized Testing.....	59
1502	Supervision	60
1502.1	Classroom.....	60
1502.2	Recess.....	60
1502.3	Duties as Assigned	60
1503	Student Conduct.....	61
1503.1	Discipline	61
1503.2	Bullying / Harassment / Hazing	62
1503.2	Corporal Punishment.....	62
1503.3	Suspension.....	62
1503.4	Expulsion.....	62
1503.5	Searches.....	62
1503.6	Due Process	63
1504	Buckley Amendment	63
1504.1	Student Records	63
1504.2	Release of Student Records.....	63
1505	Parent Communication.....	63
1505.1	Conferences with Parents/Guardians	64
1506	Student Well-Being.....	64
1506.1	Attendance.....	64
1506.2	Student Check-out.....	64
1506.3	Administering Student Medication	65
1506.4	Journals	65
1506.5	Service Animal.....	65
1506.6	Concussion	65
1506.7	Suicide Intervention	66
1506.8	Drug Use	66
1507	Teacher Responsibilities	66
1507.1	Confidentiality.....	66
1507.2	Staff Development / In-Service.....	66
1507.3	Faculty Meeting	67
1507.4	Cell Phone Use.....	67
1507.5	Tutoring.....	67
1507.6	Copyrighted Materials.....	67
1507.7	Classroom Care	67
1508	Contract.....	67
1509	Faculty Lounge	68
1510	Accreditation.....	68
1511	Title IX.....	68

The school can require the removal of the service animal if the animal is out of control and the animal's handler does not take effective action to control it, the animal is not housebroken, or the presence of the animal poses a direct threat to the health or safety of others. A non-exhaustive list of factors that may be considered under this element are that the service animal:

- is unclean, not well-groomed or has an offensive odor.
- urinates or defecates in inappropriate locations.
- solicits attention, visits or annoys students or school personnel.
- vocalizes unnecessarily; i.e., barking, growling, or whining.
- shows aggression towards people or other animals.
- solicits or steal food or other items from the students or school personnel.
- interferes with the educational program of any student.

If the service animal is removed, the individual with a disability shall be provided with the opportunity to participate in the service, program, or activity without the service animal.

The owner or handler of the service animal is responsible for any damage to school property or injury to personnel, students, or others caused by the animal.

209 Confidentiality / Right to Privacy

Information obtained in the course of employment (that is not generally available to the public) is considered confidential and should not be disclosed to anyone who does not have an actual "need-to-know." Access, authorized or not, does not confer any right to disclose information. The confidentiality policy is motivated by concern and respect for an individual's right to privacy. The School acts to protect the privacy of information about employees, students, and volunteers to the best of its ability, in accordance with prevailing legal requirements.

210 Immigration Law Compliance

It is the policy of the School to hire only those individuals who are and continue to be eligible to work in the United States. All new employees must, as a condition of employment, provide proof of identity and eligibility to work in the United States and comply with all archdiocesan policies, and federal rules and regulations. Upon employment each employee is required to complete a U.S. Immigration and Naturalization Form (I-9) to verify eligibility for employment in the United States.

211 Pre-Employment Reference Checks

Pursuant to the requirements of the Safe Environment policy of the Archdiocese, three references will be checked on all prospective employees. A written record of all reference checks will be maintained in the personnel file of each employee. The School will honor the request of referents regarding confidentiality, and employees will not have access to the written record of reference checks. A written release (given on the application for employment) will be obtained from the applicant prior to checking references. If written references are provided, additional clarification may be sought via personal or telephone interviews upon completion of a signed release from the applicant.

212 Credential Review and Verification

The candidate, at the time of application, is responsible for making available to the School verification of education and professional licenses and certifications, as well as a copy of their current driver's license and car insurance verification where it is an occupational requirement.

It is the teacher's responsibility to maintain a current license/certification for the area he/she is teaching. The latest certification must be submitted to the principal.